

BK

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Eastern Region
Jamaica, NY 11430

EA 3600.18B

8/2/91

SUBJ: FLEXIBLE WORK SCHEDULES

1. PURPOSE. This order modifies the system of flexible work schedules for the Eastern Region by including all field offices and facilities.
2. DISTRIBUTION. This order is distributed to the section level in the Regional Office and to each field office and facility.
3. CANCELLATION. Order EA 3600.18A, dated 4/25/11.
4. APPLICABILITY. The provisions of this order are applicable to all Eastern Region employees excluding division managers, staff officers, F&E field personnel and employees working rotating shifts.
5. BACKGROUND. Flexitime is a work schedule concept to permit each employee to schedule duty hours within certain established guidelines. The flexitime system in the Eastern Region is a limited form of flexitime in accordance with current law and regulations: it is implemented within currently delegated authority. Within this framework, an employee may be permitted to establish a personal tour of duty to satisfy his/her personal needs and desires to the maximum extent possible consistent with law, FAA directives, and the operational demands of the organizational unit.
6. DELEGATION OF AUTHORITY.
 - a. Staff officers are delegated authority to approve or disapprove flexible work schedules for their respective offices.
 - b. Division managers are delegated authority to approve or disapprove-flexible work schedules for:
 - (1) Employees of their respective divisions in the Regional Office. This authority may not be redelegated below the branch level in the Regional Office.
 - (2) Sector managers and field office and facility managers.
 - c. Sector managers and field office and facility managers are delegated authority to approve or disapprove flexible work schedules for employees in their offices and sub-facilities who do not work rotating shifts. This authority may not be redelegated.

Distribution: A-XEA-4; FOF-0 (ltd.); FAF-7 (1 ea.)
AEA-42 (5 cys)

initiated By AEA-10

d. When a flexible work schedule has been approved, the approving official retains the authority to rescind the approval on an individual or unit basis because of abuse, operational, or other justifiable reasons.

7. GUIDELINES. All flexible work schedules must be compatible with the delegations in paragraph 6 and must conform to the following guidelines:

a. Official office hours (those hours the office is open to the public) will remain as currently established, i.e., 8:00 a.m.-4:30 p.m. This requires minimum adequate staffing for business as usual during official office hours,

b. Band width is the period of time the office or facility is open for employees to work. The band width is **6:00** a.m. through **6:00** p.m.

c. Core time is the hours designated (**9:30** a.m.-2:30 p.m.) during the work day when all employees are required to be at work, excluding a 30-minute lunch break.

d. Work schedule is the basic eight-hour work day plus 30-minute lunch break during the band width, Monday through Friday. The work schedule must be the same for each day of the pay period.

e. Work schedule requests or changes to previous flexible work schedules must be made and approved no later than the Friday preceding the beginning of the pay period wherein the change of schedule is to be implemented.

f. Changes in work schedules may be made, if approved, from one pay period to another but the hours of work within each work day and work week during a given pay period must remain the same. For example, the basic work week may not be 32 hours one week and 48 hours the next week: the basic work day may not be six hours one day and ten hours the next day; nor may there be a different starting or ending time each day.

g. The work schedule, including a 30-minute lunch period, for each day **03** a given pay period must be one of the following:

- | | |
|---------------------------|---------------------------|
| (1) 6:00 a.m. - 2:30 p.m. | (5) 8:00 a.m. - 4:30 p.m. |
| (2) 6:30 a.m. - 3:00 p.m. | (6) 8:30 a.m. - 5:00 p.m. |
| (3) 7:00 a.m. - 3:30 p.m. | (7) 9:00 a.m. - 5:30 p.m. |
| (4) 7:30 a.m. - 4:00 p.m. | (8) 9:30 a.m. - 6:00 p.m. |

h. Approval of a flexible work schedule shall be made by the designated official only after careful consideration of the impact the schedule will have on:

(1) The coverage (technical, administrative and clerical) during the official office hours:

(2) The benefit to the employee.

i. While approving officials may approve a work schedule other than the official office hours, a supervisor may not require an employee to work other than the official office hours unless there is a clear operational requirement **for** doing **so**. For example, it would not be appropriate for a supervisor to require a specialist or secretary to work a shift starting an hour before or after the official office hours simply because the supervisor chose to do **so**.

j. Provision shall be made for supervision of employees working during non-core time periods (**6:00** a.m. - **9:30** a.m. and **2:30** p.m. - 6:00 p.m.). When there is no supervisor on duty during non-core time periods, an "employee-in-charge" may be designated.

8. PROCEDURES.

a. Employee determines desired eight-hour work day and enters on EA Form **3600-4** (see Appendix **1**) for at least a two-week pay period and requests supervisor's approval. The schedule shall include a 30-minute lunch break.

b. Supervisor approves or disapproves requested schedule in writing (EA Form **3600-4**) and files with time and attendance clerk. Time and attendance clerks shall retain EA Form 3600-4, approved or disapproved, for a maximum of one year.

c. Time and attendance clerk records approved work schedule on ThA card in accordance with current practice.

~~Ben~~! d Sr Peterson

8/2/91

EA 3600.18B
Appendix 1

REQUEST **To CHANGE** WORK SCHEDULE

TO: _____
Supervisor's Name

I am requesting the following personal work schedule (Monday - Friday)
in accordance with the provisions of Order EA 3600.18B to be effective
at the beginning of pay period number _____ on
_____ (date).

Proposed Schedule is:

_____ a.m. to _____ p.m. with
30-minute lunch break.

Employee's Signature Date: _____

Approved: _____

Disapproved: _____

Supervisor's Signature

Office: _____ Date: _____

(File this form with T&A Clerk)